

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1317**

Fields marked with * are required

Name of Initiator: Sylvia Andrew **Email:** sandrew@unm.edu **Phone Number:** 505 863-7549 **Date:** 10-27-2013

Associated Forms exist? Yes
Initiator's Title Professor
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Branch Gallup Admin Phone 505-863-7664

Proposed effective term

Semester Year

Course Information

Select Appropriate Program
Name of New or Existing Program Certificate in Human Services (GA)
Select Category Degree Type
Select Action

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[Certificate in Human Services Revised Course Requirements and Sequencing.docx](#)
[2011-2013 Human Service \(CERT AA\).pdf](#)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request (enter text below or upload a doc/pdf file)

Revisions to the Certificate in Human Services increase the current general education credit hours from 9 to 15 and decreases the required human services core courses from 15 to 9. The current additional required electives of 6 credit hours will be prescriptive and require a language other than English and a technology requirement. The total number of required hours (30) for the revised certificate program will remain the same. The proposed changes will allow students to continue pursuing the AA degree. All HS certificate courses will apply towards the AA degree. Please see attached Proposed HS Certificate Changes and Existing HS Certificate requirements. Proposed changes to the Certificate Program were reviewed/discussed with UNM Taos Associate Professor Ellis-Sankari. The Certificate in Human Services is offered at UNM Taos and UNM Gallup. Refer to table attached with Form A2814

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications.(upload a doc/pdf file)

[Justification Certificate in Human Services.doc](#)

Are you proposing a new undergraduate degree or new undergraduate certificate? If yes, upload the following documents.

Upload a two-page Executive Summary authorized by Associate Provost. (upload a doc/pdf file)

Upload memo from Associate Provost authorizing go-ahead to full proposal. (upload a doc/pdf file)

Certificate in Human Services

30 Credit Hours - Proposed

The 30 credit hour Certificate in Human Services introduces students to the Human Services field, enhances a student's ability to obtain or maintain employment in a Human Services or related field, and provides a foundation for further study in Human Services. All 30 credit hours earned in the Certificate in Human Services can be applied towards completion of the Associate of Arts degree in Human Services that offers concentrations in Family Studies, Substance Abuse, or Human Services in Tribal Communities.

General Education Requirements (15)

Area I: Communications (9)

ENGL 101	Comp I: Exposition	3 credit hours
ENGL 102	Comp II: Analysis and Argument	3 credit hours
CJ 221	Interpersonal Communication OR	
CJ 130	Public Speaking	3 credit hours

Area IV: Social/Behavioral Sciences (6)

IT 101	Computer Fundamentals	3 credit hours
SOC 101	Introduction to Sociology	3 credit hours

Additional Requirements (6)

	Language other than English ⁱ	3 credit hours
PSY 105	General Psychology	3 credit hours

Human Services Core Courses (9)

HS 101	Introduction to Human Services	3 credit hours
	Approved HS Elective	3 credit hours
HCHS 140	Introduction to Substance Abuse	3 credit hours

Total Credit Hours 30 credit hours

Course Sequencing for Full-time students

Fall Semester – 15 credit hours

ENGL 101	3 credit hours
CJ 221 or CJ 130	3 credit hours
SOC 101	3 credit hours
IT 101	3 credit hours
HS 101	3 credit hours
TOTAL Fall Semester	15 credit hours

Spring Semester – 15 credit hours

ENGL 102	3 credit hours
Language other than English	3 credit hours
PSY 105	3 credit hours
Approved HS Elective	3 credit hours
HCHS 140	3 credit hours
TOTAL Spring Semester	15 credit hours

Course Sequencing for Part-Time Students

Fall Semester – 6 credit hours

ENGL 101	3 credit hours
CJ 221 or CJ 130	3 credit hours

Spring Semester – 9 credit hours

ENGL 102	3 credit hours
IT 101	
HS 101	3 credit hours

Fall Semester – 9 credit hours

SOC 101	3 credit hours
Language other than English	3 credit hours
HCHS 140	3 credit hours

Spring Semester – 6 credit hours

PSY 105	3 credit hours
Approved HS Elective	3 credit hours
TOTAL Credit Hours	30 credit hours

ⁱ Students that are successful in waiving the language requirement may take an approved general education course from Area V Humanities and Fine Arts. Students that receive (6) credit hours of waived language credit hours are encouraged to take an approved course from Area III Laboratory Science and an approved course from Area V Humanities and Fine Arts.

Certificate – Human Services (30 credits)

The two-semester program gives a foundation for further education in several fields. It enhances student's ability to obtain employment in Human Services areas at the entry-level.

Courses in this program with an * after the course number are considered technical, vocational, occupational, or developmental and may not be transferable to a baccalaureate program. Please consult with your advisor for current transferability information.

GENERAL EDUCATION REQUIREMENTS (9):

Communications (3):

ENGL 101 Comp I: Exposition 3cr

Behavioral & Social Science (6):

PSY 105 General Psychology 3cr
SOC 101 Introduction to Sociology 3cr

HUMAN SERVICES CORE (15):

HS 101 Introduction to Human Services 3cr
HS 102 Principles of Interviewing 3cr
HS 105 Group Dynamics 3cr
HS 109 Techniques of Assessment & Intervention 3cr
HS 250 Clinical Experience in Human Services 3cr

ELECTIVES (6):

Recommended HED 171 Personal Health Management 3cr
Elective 3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 15cr/hrs

ENGL 101 Comp I: Exposition 3cr
HS 101 Introduction to Human Services 3cr
HS 102 Principles of Interviewing 3cr
SOC 101 Introduction to Sociology 3cr
Elective (HED 171) 3cr

Term 2 – 15cr/hrs

HS 105 Group Dynamics 3cr
HS 109 Techniques of Assessment & Intervention 3cr
HS 250 Clinical Experience in Human Services 3cr
PSY 105 General Psychology 3cr
Elective 3cr

**Summer Semester as needed.

If you're starting in the Fall semester; Spring/Fall can be interchangeable.

FOR ADVISEMENT: Contact Student Services Advisement Center, (505) 863-7660.

Associate of Arts – Human Services (67 credits)

The Human Services Associates Degree will transfer toward a Human Services minor in the Bachelor of Arts in Family Studies at the University of New Mexico Albuquerque. The credit earned through the AA degree in Human Services may also be used toward a Human Services minor in the Bachelor of University Studies degree. The following courses are required for the Associates in Human Services.

GENERAL EDUCATION REQUIREMENTS (9):

<u>Communications (9):</u>	
ENGL 101	Comp I: Exposition 3cr
ENGL 102	Comp II: Analysis & Argument 3cr
CJ 130	Public Speaking 3cr

Behavioral & Social Science (12):

ANTH 101	Introduction to Anthropology	OR
	ANTH 130 Cultures of the World	3cr
ECON 105	Intro to Macroeconomics	3cr
PSY 105	General Psychology	3cr
SOC 101	Introduction to Sociology	3cr

Fine Arts (3)

Humanities (6)

Mathematics (3):

MATH 121	College Algebra	OR
STAT 145	Intro to Statistics	3cr

Physical and Natural Sciences (4):

BIOL 110/112L	Biology for Non-Majors w/Lab	4cr
Second Language (3)		3cr

HUMAN SERVICES CORE (24):

HS 101	Introduction to Human Services	OR
FS 281	Introduction to Family Studies	3cr
FS 213	Marriage & Family Relations	3cr
HS 102	Principles of Interviewing	3cr
HS 105	Group Dynamics	3cr
HS 109	Techniques of Assessment & Intervention	3cr

HS 250	Clinical Experience in Human Services	3cr
HS 251	Clinical Experience	3cr
PSY 220	Developmental Psychology	3cr
<u>ELECTIVES (3):</u> (Must be approved by Human Services Advisor)		
	Elective	3cr

SUGGESTED COURSE SEQUENCING:

Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 – 18cr/hrs

ENGL 101	Comp I: Exposition	3cr
HS 101	Introduction to Human Services	OR
	FS 281 Introduction to Family Studies	3cr
HS 102	Principles of Interviewing	3cr
SOC 101	Introduction to Sociology	3cr
PSY 105	General Psychology	3cr
	Fine Arts Elective	3cr

Term 2 – 17cr/hrs

ENGL 102	Comp II: Analysis & Argument	3cr
ANTH 101	Introduction to Anthropology	OR
	ANTH 130 Cultures of the World	3cr
BIOL 110/112L	Biology for Non-Majors w/Lab	4cr
HS 105	Group Dynamics	3cr
HS 109	Techniques of Assessment & Intervention	3cr

Term 3 – 18cr/hrs

FS 213	Marriage & Family Relations	3cr
PSY 220	Developmental Psychology	3cr
HS 250	Clinical Experience in Human Services	3cr
	Humanities Elective	6cr
	Second Language Elective	3cr

Term 3 – 15cr/hrs

CJ 130	Public Speaking	3cr
ECON 105	Intro to Macroeconomics	3cr
HS 251	Clinical Experience	3cr
MATH 121	College Algebra	OR
	STAT 145 Intro to Statistics	3cr
	Elective	3cr

**Summer Semester as needed.

If you're starting in the Fall semester, Spring/Fall can be interchangeable.

FOR ADVISEMENT: Contact Student Services Advisement Center, (505) 863-7660.

Justification – Changes to Human Services Certificate

According to the information provided by the Office of Enrollment Services at UNM Gallup, 54 students declared Human Services as their area of study. Of these, 22 were working towards their Associate of Arts degree and 32 were pursuing the Certificate in Human Services. The current Certificate program requires only 9 (nine) general education requirements and 6 electives (a recommended HED 171 Personal Health Management course and an elective approved at the discretion of the Chair).

The *proposed* changes will require 15 credit hours of general education and 6 “additional requirements” that include a 3 credit hour required technology course and 3 of the 6 required credit hours in a language other than English (required by NM Universities that follow the NM Common Core). The Certificate in Human Services will require 9 credit hours of core courses instead of the 15 credit hours. Students will have the option of enrolling in one (1) of the three (3) introductory courses in the proposed concentrations in the AA in Human Services: Family Studies, Substance Abuse, or Human Services in Tribal Communities.

The changes are intended to strengthen students’ Communication skills and provide needed content in general psychology and sociology. All of the 30 required credit hours for the Certificate in Human Services will apply towards the AA degree which is preferred over the Certificate Program by local employers. The tightening of the general education and human services core courses will minimize the problem of students enrolling in courses that do not transfer and strengthen communication skills that are important in the field of Human Services.

Proposed revisions to the Certificate in Human Services were reviewed, discussed and approved by the UNM Gallup Curriculum Committee on April 26, 2012.

Long Range Planning Impact

The proposed changes to the Certificate program will allow students to make timely progress towards the AA degree. Over time, more discussion is needed to determine whether the Certificate Program should be eliminated or whether it serves as a useful “middle point” that gives student much needed motivation and incentive to pursue the AA degree that includes marketable credentials/provisional licensure.

Budget Analysis

The proposed changes to the Certificate in HS core courses do not appear to have any budgetary implications since these are also required for the AA degree in Human Services. HCHS 140 (Introduction to Substance Abuse) is an existing course at UNM Gallup and does not appear to be a required course for any of the existing programs within the Division of Education, Health and Human Services.

Faculty Workload Implications

Since these are currently offered courses, it does not appear that faculty workload will be negatively impacted. Faculty will know exactly what courses need to be offered for planning purposes. More importantly, the proposed changes will allow for more thoughtful, consistent course offering that will allow students to make timely progress towards completion of program requirements and minimize students enrolling in courses that do not transfer.